



GRANTS AWARDING POLICY UNDER S137

GENERAL:

This policy is designed to help and guide local organisations, clubs and societies based in and around Corwen, Glyndyfyrdwy and Carrog area to make applications to the Town Council for funds.

The Grants will be awarded annually firstly in November with written applications required to be returned to the Clerk by 31st October. A second round of applications will be considered the following March before the end of the financial year. Applications must be accompanied by a copy of the latest set of accounts, or a recent bank statement in the case of smaller groups at the discretion of the Community Council and follow up will be undertaken, risk assessments and copies of Insurance (where relevant). The Council expects to be credited for dispensing grant moneys by the recipients in both promotion and press.

Grant applications will be considered at the Finance and HR Committee with recommendations reported to the next full Council meeting for approval. Each application will be assessed on its own merits and will be considered along with other applications at that meeting. There will be a visible scoring process. To ensure as fair a distribution as possible the Town Council will regard the amount and frequency of previous awards.

GUIDELINES:

1. It is a condition of any grant application that the group or project must bring direct benefit to the residents of Corwen, Glyndyfyrdwy or Carrog areas.
2. Applications must be accompanied by a copy of the latest set of accounts, or a recent bank statement in the case of smaller groups at the discretion of the Council, and a written constitution. All completed Risk Assessments and copies of relevant Insurance documents must accompany any application.
3. The Town Council will not award grants to National Charities or profit-making private organisations or businesses, unless (in the case of National Charities) it can be clearly demonstrated that the local branch will benefit directly. Written evidence must be provided.
4. Schools will only be grant aided for environmental purposes or, if in the opinion of the Community Council their application is for the benefit of the wider community. There may be other provisions within the Council remit that may otherwise be allocated i.e. transport, so still use the attached form to apply.
5. Similar groups or projects will be treated equitably.
6. It is advantageous to the application that funds from other sources have been secured, or are being sort, to assist with the funding required.
7. Ongoing commitments to fund future years will not be made.
8. The size of the grant awarded is at the discretion of the Town Council, but for any grants for specific items (over £100) the Council may need three quotations, (for over £500 it definitely will).
9. Grant applications cannot be made retrospectively.
10. It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of Corwen Town Council has been obtained for a change in the use of the grant monies in advance.
11. The Town Council will request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred, a receipt for the award and a report post "event".
12. The Community Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Town Council and to apply conditions to the grant.
13. When a grant is awarded, the Town Council also reserves the right to reclaim part, or the entire grant, if it is not satisfied that it has been spent in accordance with the application and/or conditions applied by the Town Council. It will only take this action after giving the organisation or individual any opportunity to make representations.



Cyngor Tref Corwen Town Council

Cynrychioli Corwen, Glyndyfyrdwy, Carrog ac ardal
Representing Corwen, Glyndyfyrdwy, Carrog and area

Each year Corwen town Council has, as part of the precept, a limited sum of money to aid projects and schemes that the Council feel will benefit the whole community. We appreciate the skills, experience and expertise which the voluntary and community sector holds and recognise the help that organisations can give to support the Council in achieving its aims and to fulfil its priorities for residents. This form is to aid organisations to approach the Council with their projects. Please fill it in and send to the address on the form, with all supporting documents. You will then be invited to come and "pitch" your project to the Council at the next ordinary meeting. If your project does not fit within the S137 rule it may still be considered under other Statutory Provisions, so still apply for

Sefydliad/Organisation	
Manylion y Caes/Details of Request	
Swm y gofynnir amdano/Amount Requested	
Unrhyw roddion blaenorol a waned gan Cyngor Tref Corwen/Any previous donations made by CTC	
Dylliau eraill a wnaed am gyllid/ Other approaches made for funding	
Amlinelliad byr o'r diben a manteision l'r gymuned leol/Brief outline of purpose and benefits to local community	
Unrhyw grantiau ychwanegol a ymgeiswyd neu y disgwylir amdanynt/Any other Grants applied for or expected Income/match funding	

financial assistance.

DS: Os yw'r cais am fwy na £100 yna rhwch archwilon archwiledig mwyaf diweddar, Balans banc diweddara a copio datgagiad banc diweddara. Parhawch ar dudalen ychwanegol os yn angenrheidiol.

NB If request is for more than £100 then please provide most recent accounts and last bank balance, plus copy of last Bank Statement. Continue on separate page if necessary.

Dychwelwch y ffurflen. Os oes gennych unrhyw gwestiwn mae creoso I chi ofyn:

Email or post to the below address. Any questions please feel free to ask:

Clerk **Philomena Hearn, London House, The square, Corwen, Denbighshire LL21 0DE**
email: clerc@cyngortrefcorwen.co.uk website: www.corwentowncouncil.co.uk

Telephone: **07971 880150**

Created by Philomena Hearn, Clerk Corwen Town Council JUNE 2019
Approved by Full Council Page | 2 of 1

Chairman's Initials

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